

# Roman Catholic Diocese of East Anglia



## CATEGORY C

### DAY TRIPS AND OUTINGS FOR CHILDREN AND YOUNG PEOPLE

See Category A for main policy.

#### Additional guidelines when organising an outing.

#### C1. TRANSPORT SUPERVISION

The following procedures apply whenever children, young people or vulnerable adults are on minibuses, coaches or other forms of transport:

- Whatever vehicle is being used, the driver must not be responsible for the supervision of the children, young people and vulnerable adults in the vehicle.
- The group leader is responsible for ensuring his or her group is properly supervised while they are traveling on the vehicle.
- Any other leaders should distribute themselves to ensure all individuals can be supervised.
- Drivers should ensure that all passengers are wearing seat belts before setting off.
- After the driver has set off, all the leaders must ensure that all seat belts are worn throughout the journey.
- If the driver considers the behaviour of any passenger dangerous, he or she should stop as soon as possible.

#### HIRING VEHICLES

The event leader is responsible for ensuring that coaches and buses are hired from a reputable company. Professional operators of buses and coaches are legally required to be licensed. The event leaders must ensure that the operators have the appropriate passenger carrying vehicle (PCV) operators' licence.

When booking, the group leader should ensure that seat belts are available on the vehicle. All minibuses and coaches which carry groups of three or more children aged between three and sixteen years inclusive must be fitted with a seat belt for each child. The seats must face forward and seat restraints must comply with legal requirements.

Further information can be obtained from:

Department of Transport, Local Government and the Regions (DTLR)  
Great Minster House  
76, Marsham Street  
London SW1P 4DR

Seat belts are not legally required on buses. Buses, where seat belts are not fitted, are not normally appropriate for visits involving long journeys.

#### ACCESSIBILITY

If any of the group uses a wheelchair, the event leader must ensure that transport used has appropriate access and securing facilities. It may be appropriate to use portable ramps.

Further information can be obtained from:

Department of Transport, Local Government and the Regions (DTLR) at the address above.

#### LICENCES AND PERMITS

The event leaders must ensure that the driver of any vehicle has the correct entitlement on their licence. For drivers of minibuses, entitlement can be checked by referring to the DVLA website at: [www.dvla.gov.uk](http://www.dvla.gov.uk) or by referring to the booklet "Passenger Transport Provided by Voluntary Groups" available from Traffic Area offices or from the DVLA website. The event leader should also ensure that appropriate motor insurance is in force for any vehicle being used, and that the drivers conform to the motor insurers' requirements.

The Local Traffic Commissioners Office can provide advice about licences.

# Roman Catholic Diocese of East Anglia



## USE OF OWN MINIBUS

Some organisations use their own minibuses for short frequent journeys and sometimes for longer trips. Minibuses have a maximum capacity of 16 seated passengers plus driver. They must comply with the various regulations about construction and fittings. A forward facing seat belt must be provided for each child.

The relevant regulations are Road Vehicle (Construction and Use) Regulations 1996.

Further information can be obtained from:

Department of Transport, Local Government and the Regions (DTLR)

See above for contact details.

## PRIVATE CARS

- a. Event leaders and other leaders who drive children, young people and vulnerable adults in their own car must ensure their passengers' safety, that the vehicle is roadworthy and that they have the appropriate licence and insurance cover for carrying children, young people and vulnerable adults.
- b. The driver is responsible for making sure that children, young people and vulnerable adults have a seat belt and use it at all times. Vehicles without seat belts should not be used.
- c. Event leaders who wish to use parents/volunteers to help transport children, young people and vulnerable adults in their own cars, must ensure that they are aware of their legal responsibility for the safety of children and young people in their cars.
- d. Parents' agreement should be sought (on the consent form) for their children to be carried in other parents'/volunteers' cars. This is to ensure the welfare of children and young people and also in recognition of the potential vulnerability of an adult being alone with a child.
- e. It is advisable that parents/volunteers driving children, young people and vulnerable adults are not put in a position where they are alone with a child or young person. The event leader should arrange a central dropping point for all children and young people rather than individual home drops.
- f. If a situation arises in which an adult is unavoidably transporting a single child, young person or vulnerable adult (e.g. in a medical emergency), the child, young person or vulnerable adult should be seated in the back seat and the event should be reported to the Leader and recorded.

## TRANSPORT ABROAD

Department of Transport (DTLR) can provide information on the legal requirements for travel abroad. (See above for address).

## RECORDING

A register of those present at each activity should be kept and stored.

A record of the event to include those present, the activities undertaken, evaluation and any other significant happenings during the event should be kept on file.

**A sample recording sheet can be found at Form CaSE 5.**

